

# UNITED STATES DISTRICT COURT

## District of Nebraska

### **Position Announcement No. 22-01**

Position: Chief Probation Officer  
Location: Omaha, Nebraska  
Starting Salary: JSP 17\*  
Salary Range: \$173,080 - \$200,669  
Opening Date: Monday, December 13, 2021  
Closing Date: Sunday, January 23, 2022

\*Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

### **Position Overview**

The chief probation officer is the court unit executive that administers and manages the daily operations of the U.S. Probation and Pretrial Services Office for the District of Nebraska. Together with the clerks of the bankruptcy and district courts, the chief probation officer also has oversight responsibility for the district's consolidated administrative services: budget and finance; space and facilities; procurement; information technology; and human resources.

The district has three active Article III judges, two senior judges, and three magistrate judges. The probation and pretrial services office has a total staff of 53 and contributes an additional 8 positions to our shared services units. The district is progressive in the areas of consolidated shared services, coordinating budgets between units, and utilizing evidence-based practices. The district encompasses 77,000 square miles, including three Indian reservations (Omaha, Winnebago, and Santee Sioux). Our headquarters office is located in Omaha, with a divisional office in Lincoln. The probation office and pretrial services office consolidated in February 2015.

### **Representative Duties**

The chief probation officer performs duties and responsibilities such as the following:

- Organizes the probation department to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities, including effective case supervision of defendants, supervised releases, probationers, and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of supervision services;

promulgates policies, procedures, and guidelines necessary to meet these requirements.

- Maintains administrative liaison with the court of jurisdiction, including promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; assures all personnel are carefully selected and adequately trained; and makes certain the work of all employees is systematically evaluated.
- Manages the staff of the office including all clerical, professional, and supervisory employees. Also manages the consolidated administrative services unit together with the clerks of the bankruptcy and district courts.
- Prepares the operating budget and estimates personnel, space allocation, and operating costs; oversees and is responsible for providing adequate space, equipment, and supplies for the operation of the office; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Responsible for the oversight of the solicitation and implementation of contractual services for substance abuse, sex offender, and mental health treatment of offenders.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues, with particular emphasis on matters relating to sound sentencing and supervision practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.

- Establishes and maintains cooperative relationships with all components of the criminal justice system, including federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains court and other correctional services to the community; assumes responsibility for communication with the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Occasionally, may perform the duties of probation officers or of supervising probation officers.
- Performs related duties as required by the court.

### **Organizational Relationships**

The chief probation officer is under the administrative direction of the chief judge of the district court or the designee of the court and is directly responsible for the administration of the probation and pretrial services office.

### **Qualifications**

To qualify for the position of chief probation officer, a person must have a bachelor's degree from an accredited college or university, possess three years of specialized experience, and possess three years of substantial management experience earned after the bachelor's degree has been issued.

The three years of specialized experience is mandatory and does not permit any substitutions.

#### Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction or probation/pretrial programs is required.

Experience as a police officer, FBI agent, customs agent, marshal, or similar position does not meet the requirements of specialized experience.

Specialized experience must be earned after the bachelor's degree has been granted.

#### Substitution and Crediting of Substantial Management Experience

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, or head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer, or assistant deputy chief pretrial services officer.

#### Court Preferred Skills and Personal Characteristics

A master's degree in a closely related field such as social sciences or management is preferred. Previous management and leadership experience, education, or training relevant to U.S. Probation Office operations. Demonstrated record of effective management, organizational, administrative, and leadership skills. Substantial high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.

Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet with public, work harmoniously with others, and communicate effectively, both orally and in writing, is required. Must be flexible and conscientious about details and accuracy. Must be able to balance the demands of varying workload responsibilities and deadlines.

#### Physical requirements and background investigation

The duties of probation and pretrial services officers are considered hazardous, as they require the investigation and management of charged defendants or convicted offenders who may present a physical danger to officers and to the public. Supervision, treatment, and control of these defendants and offenders requires moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and the use of self-defense (officer response) tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who have been charged or convicted of committing federal offenses. Because officers must demonstrate the ability to effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically able to perform assigned duties.

Applicants must have good vision and normal hearing ability. Any severe health problems

may disqualify an applicant. Prior to appointment, the selectee for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed *provisionally*, pending a favorable background investigation and suitability determination by the court. As conditions of employment, the incumbent will be subject to ongoing random drug screening, an updated background investigation every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and essential job functions derived from the medical guidelines for probation and pretrial services officers are available for public review.

<http://www.uscourts.gov/services-forms/probation-and-pretrial-services/probation-and-pretrial-officers-and-officer>

#### Maximum age for employment

There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual would have to meet “maximum entry age” provisions as follows: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirements.

#### **Application Process**

Qualified applicants must submit an application package in PDF format including:

- A cover letter.
- A detailed resume that includes full educational background; continuing education; legal training; alcohol/drug/mental health, or employment certifications; experience working with sex offenders; location/electronic monitoring and/or GPS technology; cybercrime; evidence-based practices; assessment tools; facilitation/presentation skills; second language/sign language proficiencies; law enforcement/institutional or community work; military service; management/leadership experience; community service/civic involvement; work with under-represented populations; academic/professional publications; and internships.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court’s website at:  
<http://www.ned.uscourts.gov/public/employment-opportunities/>

All documents must be submitted in PDF format to: [USDCHR@ned.uscourts.gov](mailto:USDCHR@ned.uscourts.gov)

**Incomplete application packages, those not received in PDF format, and applications received after the closing date will not be considered.**

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The U.S. District Court will not be responsible for expenses associated with traveling for interviews or relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a ten-year background investigation with law enforcement agencies, including fingerprint and criminal record checks (and a re-investigation every five years thereafter). An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The chief judge of the district court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

## **Benefits**

A generous benefits package is available and includes the following:

- Paid annual leave, 13 days per year during the first three years of federal service; accrual rate increases with additional years of service
- Paid sick leave, 13 days per year with unlimited accumulation
- Federal holidays, 11 paid days per year
- Federal Employees Health, Dental, Vision, and Life Insurance programs
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account
- Long Term Care Insurance
- Thrift Savings Plan participation with up to 5% employer matching contributions
- Federal Employees Retirement System
- Flexible work schedule opportunities
- Telework opportunities
- On-site fitness facility
- Paid parking (contingent upon availability of funds)
- Employee Assistance Programs
- Work Life Services and on-site Health Units at select locations
- Virtual Learning through the Judiciary On-line University
- Student Loan Forgiveness for Public Service Employees

For a detailed review of benefits, click here: <http://www.uscourts.gov/careers/benefits>

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.